

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine clerical work involving primarily the typing and filing of various police records. Personal performance in the preparing, receiving, clearing and maintaining of files and records. Supervision is received from the Police Chief or other department officials.

EXAMPLES OF WORK

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Receives accident, crime, or other reports and types them according to established procedures;

Adds new information to the files of persons with police records;

Types letters occasionally which may be taken by dictation;

Gathers data from file records and prepares reports for the Police Chief and various police agencies;

Revises department filing system when necessary;

Types forms, letters, bulletins, index cards, memoranda and other office material from rough draft or from detailed instructions;

Answers telephone or acts as office receptionist, routes visitors and calls, serves and gives out routine information not requiring interpretation of laws, ordinances or departmental policies;

Takes statements from witnesses and confessions from prisoners which may be taken by dictation;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of modern office practices and procedures and of business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents, and resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines and other office equipment;

Ability to establish and maintain an effective filing system;

Ability to compose and prepare effective reports;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public and retain confidential information.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age at time of appointment from employment list;

Must have not less than a high school education and have sufficient training to indicate the ability to satisfactorily perform the required work;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local Civil Service Board, the physical ability to satisfactorily perform the required work and meet all other general provisions of Paragraph 23 of the Municipal Fire and Police Civil Service law and must successfully pass a psychiatric examination before appointment from employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

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